



LIBRARY BOARD'S AGENDA – OCTOBER 26, 2020

Monday – 3:00 pm

VIRTUAL MEETING

<https://us02web.zoom.us/j/87107331584>

or

PHONE NUMBER 888 788 0099 (Toll Free)

(webinar ID= 871 0733 1584)

[The Library Board's Policy Committee will meet at 2:00 PM]

3:00 p.m. Call to Order, Confirmation of Resolution Adopting Procedures for Public Meetings, & Disposition of the Minutes of the Previous Meeting

3:05 Announcements & Public Comments.

***Please consider leaving public comment in advance by emailing remarks to director@jmrl.org to be read into the public record. Otherwise the comment period will be open via the above link or phone number.**

3:10 Trustee Continuing Education-

1. The JMRL Budgeting Process (David Plunkett, JMRL Director and Jerry Carchedi, JMRL Business Manager)

3:30 New Business-

1. JMRL Customer Service Committee and Customer Service Statement

4:15 Committee Appointments and Reports

1. Personnel Committee Report
2. Policy Committee Report

4:30 Old Business-

1. JMRL's COVID-19 Response Plan
2. Re-approval for Purchase of Box Truck (Originally Approved in December, 2019)

4:50 Library Director's Report

4:55 Other Matters

5:00 Future Agenda Items

5:05 Proposed Adjournment

grow. learn. connect.



Jefferson-Madison Regional Library

201 East Market Street | Charlottesville, Virginia 22902 | (434) 979-7151 | FAX (434) 971-7035

[DRAFT]

MINUTES OF THE SEPTEMBER 28, 2020 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Marcia McDuffie (Nelson)
Carla Mullen (Charlottesville)

Vice President Wendy Wheaton Craig (Louisa)
James West (Greene)

Erica Younglove (Albemarle)
Michael Powers (Albemarle)
Thomas Unsworth (Albemarle)
Lisa Woolfork (Charlottesville)

TRUSTEES ABSENT

OTHERS PRESENT

David Plunkett, Library Director
Ginny Reese, Staff Reporter & Greene Manager
Jerry Carchedi, Business Manager
Angela Critics, Children's Services Manager

Zach Weisser, Specialist
Krista Farrell, Assistant Library Director
Sarah Hamfeldt, Reference and Adult Services Manager
Hayley Tompkins, Crozet Branch Manager

CALL TO ORDER & DISPOSITION OF THE MINUTES OF THE PREVIOUS MEETING

The regular monthly meeting of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was convened **VIRTUALLY WITH NO TRUSTEES PHYSICALLY CONGREGATED** on Monday, September 28, 2020 at 3:00 PM using videoconferencing software. (A recording of the meeting is available here: <https://www.youtube.com/watch?v=iltpTjsAuJk>). The minutes for the August 24, 2020 Board Meeting were approved unanimously. Trustee Harris abstaining.

ANNOUNCEMENTS AND PUBLIC COMMENTS

President McDuffie thanked the staff Emergency Planning Committee (EPC) for their continued efforts.

TRUSTEE CONTINUING EDUCATION

1. *Weeding Problematic Juvenile Materials, Angela Critics and Hayley Tompkins (JMRL Children's Services Manager and JMRL Crozet Branch Manager)*

Managers Tompkins and Critics reviewed procedures for treating problematic Juvenile materials. Such procedures are conceptually separate from, but often dovetail with, weeding of materials for MUSTIE criteria (misleading, ugly, superseded, trivial, irrelevant, elsewhere) as set out by the CREW method set out by the Texas State Library. Trustee Powers asked whether portions of CREW procedures were in conflict with ALA guidelines and current JMRL Policy.

NEW BUSINESS

1. *Library Board Self Evaluation*

President McDuffie sought to ensure that Trustees valued developing relationships with patrons and community and government decision-makers in their respective jurisdictions and that Trustees viewed their Board service as a source of enjoyment, pride, and feelings of accomplishment. The Board Self-Evaluation form also indicated that efforts should be made to make sure all Trustees feel comfortable and confident introducing and discussing their opinions. Furthermore, feedback indicated that the Board should focus on discussions of policy (rather than procedure) unless specific procedural issues were brought before the Board. The Board will work on updating the self evaluation form and process prior to next year's assessment.

2. *Budget Objectives for FY22*

Director Plunkett reported managers had submitted any requests which would result in changes to the Operating Budget. He will meet with heads of the jurisdictions to discuss JMRL's budget predictions for FY22. The only FY22 fiscal commitments in the Five-Year Plan are increased hours at Northside Branch carried forward from FY21. Other goals, such as a new full-time IT position, will be discussed at the Personnel Committee meeting next week. His priorities are Cost of Living

Adjustment (COLA) raises for staff, in pursuing which he sought Board support. Totals for medical and retirement costs would not be finalized until later in the budget process.

3. Friends Liaison Report

Vice President Craig reported that the Sunday book bag sales continue. The Friends wish to acquire warehouse storage space for donated materials. Trustee Unsworth knew of a possible location. Financially, the Friends are suffering: staff, as well as JMRL programming, which draw funds from Friends book sale proceeds, are impacted. Other sources of raising money and fundraising are being pursued.

COMMITTEE APPOINTMENTS AND REPORTS

None.

OLD BUSINESS

1. JMRL's COVID-19 Response Plan

Director Plunkett reported that Greene, Louisa, and Nelson branches transitioned to Tier 3 the prior week, providing in-library patron use by appointment. Remote desktop software, allowing staff to assist patrons at computers while social distancing, had proven successful. Overall, staff reported feeling safe.

2. Vote on JMRL Policy 1.4 Friends of the Library

Trustee Mullen motioned to approve JMRL Policy 1.4 Friends of the Library. The motion passed unanimously.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported Central branch will add curbside Sunday service this coming weekend, which means JMRL will be providing service seven days a week. Digital providers Overdrive and RBDigital are merging and will provide access to patrons a single app, Libby. The McIntire Room working group recommends that the room at the Central Library be renamed the Swanson Case Courtroom. Public feedback will be accepted on this issue throughout October. The workgroup also suggested applying for a state historical marker for the exterior of the building and installing an informative display on the third floor in conjunction with JMRL's 100-year anniversary to detail a timeline of JMRL's history in the community.

OTHER MATTERS

Next Monday, October 5, 2020, there will be a (closed) Special Session at Northside Library using proper PPE and social distancing for the annual Director Evaluation; any Trustees not available to appear in person may join by telephone.

FUTURE AGENDA ITEMS

Future agenda items include: a report from the Personnel and Policy Committees and a Continuing Education segment on staff budget development. The next regularly scheduled Board Meeting will take place on October 26, 2020 with the meeting format and location to be determined.

ADJOURNMENT

The meeting adjourned at 4:40 pm.

(MM:DP:zw)

Jefferson-Madison Regional Library

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[DRAFT]

MINUTES OF THE OCTOBER 5, 2020 SPECIAL SESSION OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Marcia McDuffie (Nelson)
Carla Mullen (Charlottesville)

Vice President Wendy Wheaton Craig (Louisa)
James West (Greene)

Erica Younglove (Albemarle) [Via Telephone]

Michael Powers (Albemarle)

Lisa Woolfork (Charlottesville) [Via Telephone]

TRUSTEES ABSENT

Kathy Johnson Harris (Charlottesville)
Thomas Unsworth (Albemarle)

OTHERS PRESENT

David Plunkett, Library Director

CALL TO ORDER

This special session of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was convened at the Northside Library (705 West Rio Road Charlottesville, VA 22901-1415) on Monday, October 5, 2020 at 3:00 PM.

CLOSED SESSION- Library Director's Annual Evaluation

Trustee West moved that Library Board go into a Closed Meeting pursuant to the Code of Virginia, Section 2.2-3711, subsection A.1, to discuss the performance evaluation of the Library Director. The motion passed unanimously.

CERTIFICATION OF CLOSED SESSION

Upon return from Closed Session, the Library Board certified the Closed Meeting.

ADJOURNMENT

The meeting adjourned at 4:50 pm.

(MM:DP)

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MOTION: That the Library Board go into a Closed Meeting pursuant to the Code of Virginia, Section 2.2-3711, subsection A.1, to discuss the performance evaluation of the Library Director.

MEETING DATE: 10/5/20

RESOLUTION NO.: 1

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Jefferson-Madison Regional Library's Board of Trustees has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certification by this Jefferson-Madison Regional Library's Board of Trustees that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Jefferson-Madison Regional Library's Board of Trustees hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Jefferson-Madison Regional Library's Board of Trustees.

VOTE:

AYES

NAYES

Marcia McDuffie
Wendy Craig
James Wiso
Michael Powers
Carla Mullin
Lisa Woodfork
Erica Younglove

ABSENT DURING VOTE:

ABSENT DURING MEETING: *Kathy Johnson Harris*
Thomas Unsworth

Marcia McDuffie, President
Jefferson-Madison Library's Board of Trustees